

**To:** Dravis, Samantha[dravis.samantha@epa.gov]  
**From:** Bolen, Brittany  
**Sent:** Wed 9/27/2017 3:18:06 PM  
**Subject:** Fwd: Optional Invite to our "FOIA at EPA Overview" for Beth White later today

Would you like me to attend this? I do have a window between 4-5pm today.

Sent from my iPad

Begin forwarded message:

**From:** "Lyons, Troy" <lyons.troy@epa.gov>  
**Date:** September 27, 2017 at 11:06:41 AM EDT  
**To:** "Minoli, Kevin" <Minoli.Kevin@epa.gov>, "Bowman, Liz" <Bowman.Liz@epa.gov>, "Dravis, Samantha" <dravis.samantha@epa.gov>, "Bolen, Brittany" <bolen.brittany@epa.gov>  
**Cc:** "Jackson, Ryan" <jackson.ryan@epa.gov>, "Fine, Steven" <fine.steven@epa.gov>  
**Subject:** RE: Optional Invite to our "FOIA at EPA Overview" for Beth White later today

Thank you for the invite! I will try to attend.

**From:** Minoli, Kevin  
**Sent:** Wednesday, September 27, 2017 11:00 AM  
**To:** Bowman, Liz <Bowman.Liz@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Dravis, Samantha <dravis.samantha@epa.gov>; Bolen, Brittany <bolen.brittany@epa.gov>  
**Cc:** Jackson, Ryan <jackson.ryan@epa.gov>; Fine, Steven <fine.steven@epa.gov>  
**Subject:** Optional Invite to our "FOIA at EPA Overview" for Beth White later today

Liz, Troy, Samantha, and Brittany- I wanted to let you know about a presentation OGC and OEI and doing this afternoon for Beth White, the new Director of the Executive Secretariat, and let you know you are welcome to attend if you would like. Liz, Nancy is on the invite already. We will be covering the roles of our offices in FOIA generally and the touching on the current "docket" each of our offices is handling. As this is an introductory meeting, we are not going to get into the details and try to resolve issues, but rather help give Beth a lay of the land.

The meeting is in 4045 at 4:00 if you would like to attend.

Thanks, Kevin

**From:** Minoli, Kevin

**Sent:** Tuesday, September 26, 2017 5:02 PM

**To:** Minoli, Kevin; Blake, Wendy ([Blake.Wendy@epa.gov](mailto:Blake.Wendy@epa.gov)); Youngblood, Charlotte; Miller, Kevin; Dolph, Becky; Walker, Denise; Fine, Steven; Gottesman, Larry; White, Elizabeth; Hope, Brian; Grantham, Nancy; Baptist, Erik; Packard, Elise; Albores, Richard

**Cc:** Rebecca Moser ([Moser.Rebecca@EPA.GOV](mailto:Moser.Rebecca@EPA.GOV))

**Subject:** FOIA at EPA Overview (Call in number: 1-855-564-1700, Extension: 1104410, Participant Code: 234567)

**When:** Wednesday, September 27, 2017 4:00 PM-5:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** 4045 WJC-N

Hi Everyone-

This is an opportunity for OEI and OGC to provide Beth White, the new Director of the Office of the Executive Secretariat, an overview of FOIA at EPA and our roles in that process. I have included a proposed agenda below. Please let me know if you have questions or concerns about how I proposed we work through the time we have. I have designated certain folks to take the lead on certain parts of the agenda, I definitely would like to hear from you ASAP if you are not able to do what I have you down for. Finally, it is unclear whether this time can work for OEI folks. Because it was clear for most everyone else I wanted to send this invite holding the time, but we may need to reschedule so that OEI can attend.

Thanks, Kevin

- I. Introductions and Opening Remarks from Kevin, Steve, and Beth (5 Minutes)
- II. FOIA at EPA
  - a. General Overview (Larry G) (10 Minutes)

- i. Topics to Cover Include
    - 1. FOIA Online
    - 2. The decentralized process
    - 3. Facts and figures about the FOIA request received etc.
  - b. Roles Our Offices Play
    - i. National FOIA Program (Larry G) (5 Minutes)
    - ii. Information Law Practice Group within OGC's General Law Office (Wendy) (5 Minutes)
    - iii. FOIA Expert Assistance Team (Denise) (5 Minutes)
- III. Current Status of FOIA Responses
  - a. Introduction (Kevin Minoli) (5 Minutes)
    - i. Current expectations for AO equity and awareness reviews (Kevin Minoli)
  - b. Roles and Responsibilities for Currently Pending Requests
    - i. High-level summary of existing docket of requests and issues
      - 1. National FOIA Program (Larry) (5 Minutes)
      - 2. Info Law Practice Group (Wendy) (5 Minutes)
      - 3. FEAT (Denise) (5 Minutes)
- IV. Next Steps (10 Minutes)
  - a. Initial reactions, if any, from Kevin, Steve, and Beth
  - b. Questions
  - c. Future meetings with each of the three teams and Beth

**Kevin S. Minoli**

**Acting General Counsel**

**Office of General Counsel**

**US Environmental Protection Agency**

**Main Office Line: 202-564-8040**